



Request for Transfer from the Reserve Fund

Date of Request: _____

To the Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the MA General Laws:

Amount Requested: _____

Transfer To (Account Name): _____

Account Number: _____

Current Balance in Said Account: _____

Requested Amount to be Used for (give specific purpose):

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature of Department Head: _____

Finance Committee Action

Date of Meeting: _____ Number Present and Voting: _____

Transfer voted in the amount of: _____

Signatures of Committee Members:

Distribution: Original, Finance Committee, one copy to each Dept. Head, Select Board and Accountant